



## KNIGHTDALE

### PARKS, RECREATION & CULTURAL PROGRAMS ADVISORY BOARD MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

**November 17, 2015**

The Knightdale Parks and Recreation Advisory met at 6:30 p.m. in the Council Chamber Room of Town Hall.

PRESENT: Councilor Mark Swan, Brandy Dolby, Adam Prince, Danielle Johnson, Meg Buckingham

ABSENT: Angie Strickland, William Lee, Tifani Brown, Cydney Steele

Staff Members Present: Tina Cheek, Megan Thornton

Meeting called to order by Danielle Johnson at 6:30pm.

ITEM I. APPROVAL OF MINUTES tabled to next meeting due to the absence of multiple board members.

ITEM II. UPDATE BY TOWN COUNCIL LIAISON (Mark Swan)  
Changes are underway in relation to the large housing developments and how we approve proposals. This change began on 7/1. The 11/18 council meeting will discuss and approve proposed changes.

ITEM III. ATHLETICS  
No athletics discussions had.

ITEM IV. RECREATION

A. Picnic Shelter Rental Policy (Tina Cheek)

Picnic shelter at Knightdale Station Park has become a popular rental space. Almost at two years of rentals (10-2013).

398 rental hours, 152 rentals for year one

347 rental hours, 128 rentals for year two

Averaging 2.6-2.7 rental time period and we are looking to make that an online rental. In order to add to the online system, we need to setup time blocks. Based on the number of rentals, averages and rental times, the proposal is setting 2.5 hour time blocks, leaving 30 minutes in between.

**Proposed time blocks: 10-12:30, 1-3:30, 4-6:30**

Rentals will still need to be rented 10 days and open availability will be listed on the website. We will block off certain event and holiday dates.

Second shelter plans and reviews will begin soon. With second shelter we can open the discussion back up in regards to time frames and staggering times and availability. The potential location of the second shelter will be closer to the restroom building.

Payments can be made online via credit card. Credit card refunds can also be made in the event of a cancellation or weather event.

Those hosting a 5k can make use of the picnic shelter via a paid rental, though most races originate at the maintenance building by field 3.

B. Special Events (Megan Thornton)

- Turkey Leg 5K: Current numbers 190 (2015) v 157 (2014), registrations are still being taken and they are expected to exceed the goal of 200 by race day. Multiple in-kind donations were made in addition to \$1,200 by Elite Ortho Physical Therapy.
- Christmas on First Ave.: Tree Lighting to be held on 12/4 and the parade on 12/5. Multiple in-kind donations were made in addition to \$2,000 by Cricket Wireless.
- Request for volunteers for these events was made.

Follow Up

- Drafts & Carafes: 18 total vendors, 800 attendees. Vendors and participants pleased. Planning to make it an annual event
- Dogtoberfest: 60 humans registered for 2k9. Multiple in-kind donations were made in addition to \$1,000 by Vets Pets and Berkshire Park Apartments.
- Holiday Fair: 47 vendors. Plan to look at ways to expand this event. Vendor Ex: children's book vendor sold \$500 worth of product.
- FT Thursdays wraps up this week and will continue in the spring with lunch and dinner.

ITEM V. OLD BUSINESS

Website Changes – Update (Tina Cheek)

- Changes made to the website, including the P&R homepage, updating links and condensing information. Communications Director assisting with updating some information, including the Knightdale Station Park page.

ITEM VI. NEW BUSINESS

Conversation opened up to board members.

Meg: Additional non-smoking signage near the playground needed.

Tina: Working with grounds to develop signage for trellis (vines, dirt, etc.) and will add that request to the potential signage list.

Adam: Noticed copperhead snakes on Mingo Creek Trail.

Tina: We can add verbiage to the website and/or informational pieces.

Adam: Mentioned play prints grants.

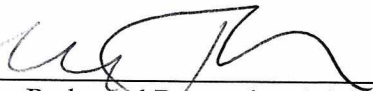
Tina: Received play prints grants, but they may not be installed until spring.  
Those will be installed near and around the playground.

ITEM VII. ADJOURNMENT

...Motion by Danielle Johnson to adjourn at 7:06pm. Motion seconded by Meg Buckingham and carried unanimously.



Angie Strickland, Parks and Recreation Chairman



Clerk for Parks and Recreation Advisory Board